

Program Implementation Manual
VDH - Division of Food and Environmental Services

Program: Foodservice Protection

Subject: "Foodservice Establishment Inspection Report

Objective: The "Foodservice Establishment Inspection Report" form is a basic tool for foodservice protection services. This form should be effective in referencing our regulatory authority (for formal enforcement), documenting the violations which were observed, and describing the corrective actions necessary to achieve compliance with safe foodhandling practice. This form should also be useful for documentation of follow-up inspections, complaint investigations, or other services such as training sessions conducted.

Authority: §35.1-22 Periodic inspections, Code of Virginia.
§2.19 Periodic Inspection; and §2.20 Inspection Report, Rules and Regs Governing Restaurants...

Public Health Rationale: The effective communication and documentation of deficiencies and corrective actions is a prerequisite to motivating improved foodservice practice or undertaking enforcement actions; thereby preventing the public's exposure to unsafe food.

Background: The FDA, and many health districts, have abandoned the current 44-item inspection form substituting other formats. The consensus within VDH has been to develop an open format (non-checklist) inspection tool which references the regulation sections and provides space to describe needed corrective actions.

Procedures:

Observations

Review 1993 FDA Food Code, Annex 4, Section 4, "Conducting the Inspection" for a detailed review of observation techniques.

Documentation

- 1) Complete the header section of the "Report" (see Attachment 1) noting appropriate purpose, establishment ID/NO, date, name and address;
- 2) Review observation notes and group violations into categories (i.e., PBF time/temperature, personal hygiene, equipment, facility);
- 3) For each observed violation identify the relevant section of the regs using the "Regulation References" (see Attachment 3) or the Rules and Regs... book;
- 4) Determine which violations are critical, that is a failure which can be a direct cause of foodborne illness;
- 5) Document critical violations below a subheading such as "The following are critical violations - correct immediately";

- 6) Document non-critical violations below a later subheading such as "The following violations/deficiencies require your attention";
- 7) For each violation cited enter the relevant section of regs under Code Section, describe the violation, and describe the necessary corrective action;
- 8) Use additional pages (see Attachment 2) for additional violations, comments on other risks, or training opportunities.
- 9) Sign all pages and have person-in-charge sign all pages after conference; and,
- 10) Leave top copy with establishment and file second copy in establishment file.

As an example:

- you observe cooked chicken being held for service at 130 °F,*
- you record opposite temperatures observed,*
"Chicken (holding) = 130°F";
- you record, under subheading for critical violations,*
"7.1 Chicken holding at 130°F. All hot PHFs shall be held at 140°F or above. Correct by either reheating to 165°F and holding at 140°F or above, discarding product, or cool to 41°F within two hours"; and,
- you would also note the corrective action taken,*
"Product was reheated".

Conference

Thoroughly discuss the report with the person-in-charge. Explain the regulatory requirement, the public health rationale, and the desired corrective action for each violation cited. The effectiveness of this communication is perhaps the critical element in motivating improved foodservice practices over time.

Records Retention

Current records retention guidelines for foodservice inspection documents are "retain three years, then destroy".

Responsibility: The district Environmental Health Manager is responsible for the implementation of these procedures by the district foodservice protection program.

The local Environmental Health Specialist Senior is responsible for the assessment and maintenance of compliance in specific foodservice establishments.

Effective Date: November 1, 1995

Approved by:

Interim Director

Division of Food and Environmental Services

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Attachment 1: EHS-152 (Rev 3/02)

Attachment 2: EHS- I 52a (Rev 3/02)

Attachment 3: Regulation References

- ① Routine
- ② Follow-up
- ③ Complaint
- ④ Other
- ⑤ Critical Items

Commonwealth of Virginia
Virginia Department of Health
Foodservice Establishment Inspection Report

Certified Manager:
Yes ①
No ②
Exempt ③

Date: ____/____/____ Time in: ____:____ Time out: ____:____

The following temperatures were observed:

Violation Descriptions / Remarks / Corrections

[illegible]

Received by: _____ Env. Health Specialist: _____

Date: ____/____/____

Violation Descriptions / Remarks / Corrections

[illegible]

Env. Health Specialist:

